

**DEMOCRATIC DEVELOPMENT
AND CITIZEN PARTICIPATION
(DDPC 3)**

Yungas and Chapare

QUARTERLY REPORT
Period: January 1st to March 31st, 2005

International City/County Management Association and USAID/Bolivia

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Democratic Development and Citizen Participation (DDPC)

Phase 3

Period: January 2nd to March 31st, 2005

Quarterly Report No. 1A USAID

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I. INTRODUCTION

During the January-March 2005 quarter, the DDPC-3 project achieved significant progress in almost all project areas. The Yungas and the Paceña North Tropical Regions were most affected by the electoral transition process and social conflicts. In the tropic of Cochabamba, there was significant increase in the participation of the project with the new municipal authorities. On March 1st, the project inaugurated its Chimoré offices and formalized its presence in the region. The activities in this region have also been affected by social conflicts and road blockades during a large part of March. Even in consideration of these challenges, the project was able to implement many activities.

In the Yungas region, there was special focus on the following areas: the project worked with the Mancomunidad de Municipios de los Yungas de La Paz (M.M.Y.L.P.) in coordinating activities for a transparent transition among municipalities in the region, training was provided on the Participative Municipal Development Model (MGMP) and technical assistance was presented on developing the Annual Operation Plan for submission to the Ministry of Finance. In the Chapare region, special emphasis was placed on the start-up strategy (Estrategia de Entrada) for replicating activities of the general DDPC program, including: work with the citizen oversight committee of Chimoré, technical assistance on developing an Annual Operation Plan, diagnostic on the potable water needs of the region, and coordination of activities with other USAID contractors. The start strategy was successful since it helped establish trust among the key actors in the region and plan activities for the longer term.

Highlights of this quarter

The work undertaken by the project during this quarter resulted in significant progress in the following areas:

Yungas

- In the transparent transition process, the project and the Mancomunidad de Municipios de los Yungas de La Paz (MMYLP) coordinated an activity with the departing and incoming municipal authorities. Four of the departing municipal authorities participated and all eight of the incoming municipalities attended. The transparent transition process was replicated in Mancomunidad de Municipios Norte Paceño Tropical (MMNPT), however only five of the eight municipalities in the region participated in the inauguration of this local body.
- Training on the Participative Municipal Development Model (MGMP) in the MMYLP included Cumbres 1 and 2, as well as technical assistance in finalizing the Annual Operation Plans of the municipalities. Training in the MMNPT focused mainly on the newly founded municipalities of Mampiri and Teoponte.

Trópico de Cochabamba-Chapare

- The project prepared a workshop for the Citizen Oversight Committee of Chimoré on popular participation and improved communications.
- Training on municipal finance was provided in areas highly demanded by most municipalities to comply with national accounting regulations (Ley SAFCO).

- The Project designed the work plan for the longer term (through September 2006) and discussed activities with municipalities. The draft work plan was shared with USAID and the final draft will be shared with the Vice Ministry of Alternative Development and the PDAR in the next quarter.
- Preparations for the development of the IDM in the region started. The first steps for its implementation as a project management tool will start during the next quarter.
- Technical Assistance on the Participative Municipal Development Model (MGMP) and development of Municipal Annual Operations Plans was provided to four municipalities, informational material was provided to five other municipalities.
- The project entered into an inter-institutional agreement to prepare a diagnostic on the Potable Water needs of the municipality of Villa Tunari which will be applied to other municipalities in the region. A survey on basic sanitation was also being developed.
- The Project continued conversations with the Executive Director and Board of Directors of the Mancomunidad del Trópico de Cochabamba (MMTC). Conversations have focused on the potential technical assistance of the project to the Mancomunidad. It is expected to execute a cooperation agreement during the next quarter. Such agreement will be reviewed with USAID and the PDAR.
- The project is coordinating of activities with other USAID Contractors and other International Cooperation Agencies, in particular activities focusing on local economic development and training. It is very important to identify the roles and responsibilities of the various projects in order to coordinate efforts.
- Coordination with USAID was channeled with Richard Fisher through verbal and written communication. A weekly protocol communication will start during the next quarter. Coordination with the PDAR in the region was constant through PDAR's representatives delegated by Ramón Escovar, coordinator of that office in the Trópico region.

II. SIGNIFICANT ACHIEVEMENTS OF THE QUARTER

A. YUNGAS

Support for the Territorialized Participatory Model of Municipal Administration

1. Transparent Transition.

Meetings of Coordination.

- The conditions that resulted from the change of municipal authorities at the beginning of the current administration has motivated the *Mancomunidad* of the Municipalities of los Yungas de La Paz (MMYLP) to provide support in the process of Transparent Transition to the different municipalities that comprise it. This is to be done by applying the general criteria formulated by the Ministry responsible for Popular Participation. This process was initiated in November of 2004.
- During the first quarter of the 2005 administration, continuity has been given to the transition process. Meetings of coordination were held with outgoing and incoming authorities in the different municipalities with the purpose of briefing and training all the actors involved on the transitional process and the characteristics as well as the actions and procedures to be followed during the Installation Session in each one of the Municipalities. A Guide was prepared for this purpose and it was distributed to all these actors.
- The meetings of coordination that were carried out were held as follows:

Table No. 1

Meetings of coordination

Transparent Transition Program

Municipality	Date Held
Cajuata	January 7 th and 10 th
Irupana	January 7 th
Yanacachi	January 7 th
La Asunta	January 7 th
Chulumani	January 8 th

- In the case of the Municipalities of Corioco and Coripata, only the Guide for Transparent Transition was distributed. In addition, an explanation was made of the process they would need to follow. No formal meeting was held with either incoming or outgoing authorities in both municipalities. In the case of Palos Blancos, no contact was possible with the different authorities due to a variety of factors.

2. Model of Participatory Municipal Administration (MGMP).

- One of the first tasks carried out in relation to the Model of Participatory Municipal Administration (MGMP), particularly regarding the Administration Cycle, was verifying the status of the process of participatory formulation of the POA on the part of the 2005 administration. This was needed given that the outgoing authorities of some municipal governments had not responded to the proposals for technical support of this process.
- Based on the information gathered, the status of each particular process was identified and it was determined that in some cases it was necessary to initiate the process from Summit 1. Within this framework, the activities carried out with the MGMP were the following:

a) Execution of Summits 1.

- Although the MGMP establishes that Summit 1 be held during the months of October and November, in the particular case of the Municipality of La Asunta, it appeared necessary to carry out the process from the beginning, given that the previous municipal authorities had not done any prior work. For this reason, Summit 1 was organized with the distinguishing factor that it was carried out in two sectors: La Asunta and Chamaca on February 18th and 19th. The results, in terms of participation, appear below:

Table No. 2
Participants in Summit 1 – Municipality of La Asunta

Sector	Participants					Communities Attending
	Men	%	Women	%	Total	
La Asunta	84	91	8	9	92	50
Chamaca	87	94	6	6	93	42
Total	171	92	14	8	185	92

b) Execution of Summits 2.

i. Municipality of La Asunta

The MGMP establishes that Summit 2 be held during the months of November and December but for the same reasons as explained previously in the case of the Municipality of La Asunta, it was necessary to carry out the process from the beginning. Participation in these events was significant. The Table below shows general data on the Summits:

Table No. 3**List of events for Summit 2 – Municipality of La Asunta**

No.	District	Date Held	Observations
1	La Asunta	Feb 28	
2	Cotapata	March 1	
3	Charía	March 2	
4	Las Américas	March 3	
5	Quinuni	March 4	
6	Calisaya	March 5	
7	Yanamayu	March 6	One event was scheduled to take place but due to internal sector problems, it was divided into 2 events
8	Chamaca	March 6	
9	Santa Rosa	March 7	One event was scheduled to take place but due to internal sector problems, it was divided into 2 events.
10	La Calzada	March 7	
11	Mercedes	March 8	
12	Villa Barrientos	March 8	

District-level support was provided to the Municipality of La Asunta in carrying out Summit 2 by promoting participation. Following are the results::

Table No. 4**Participants in Summit 2 - Municipality of La Asunta**

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
La Asunta	890	86	148	14	1,038	126

ii. Municipality of Cajuata – Suri Municipal District.

- A pending task of the participatory formulation of the POA process in the Municipality of Cajuata was the execution of Summit 2 in the Municipal District of Suri. The representatives of this District had not participated in the Summit 2 conducted during the previous administration and as a result,. this District Summit was organized on January 29th, 2005 with 39 participants, of which 33 were men and 6 were women.

c) Execution of Summits 3.

As part of a strategy of involvement in the POA of this Administration on the part of the new municipal authorities, it was decided to postpone the execution of summits 3 until the new authorities were formally installed.

i. Municipality of Coroico.

Summit 3 in the Municipality of Coroico was carried out on February 19th at which time an agreement was reached with the representatives of the different communities on the budget project for the 2005 administration. The results of this event, in terms of participation are the following:

Table No. 5
Participants in Summit 3 – Municipality of Coroico

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
Coroico	175	83	35	17	210	62

ii. Municipality of Cajuata

Summit 3 in the Municipality of Cajuata was organized into 2 sectors: Cajuata and Circuata, on February 19th and 20th, respectively. In the course of the summit, an agreement was reached with the representatives of the different communities on the budget project for the 2005 administration. The results, in terms of participation in this event, are the following:

Table No. 6
Participants in Summit 3 - Municipality of Cajuata

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
Cajuata	185	79	50	21	235	37

iii. Municipality of Yanacachi.

Summit 3 in the Municipality of Yanacachi was held on February 20th, at which time an agreement was reached with representatives of the different communities on the budget project for the 2005 administration. The results, in terms of participation, are the following:

Table No. 7
Participants in Summit 3 – Municipality of Yanacachi

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
Yanacachi	50	82	11	18	61	22

iv. Municipality of Chulumani.

Summit 3 in the Municipality of Chulumani was held on March 4th, at which time an agreement was reached with representatives of the different communities on the budget project for the 2005 administration. The results, in terms of participation, are the following:

Table No. 8
Participants in Summit 3 – Municipality of Chulumani

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
Chulumani	155	91	15	9	170	32

v. Municipality of La Asunta.

Summit 3 in the Municipality of La Asunta was held on March 4th, at which time an agreement was reached with representatives of the different communities on the budget project for the 2005 administration. The results, in terms of participation, are the following:

Table No. 9
Participants in Summit 3 – Municipality of La Asunta

Municipality	Participants					Communities Attending
	Men	%	Women	%	Total	
La Asunta	164	89	21	11	185	66

d) Support for the preparation of the POA final document and budget.

With the objective of providing support to the Municipalities on the submission of their Annual Operations and Budget Program to the Ministry of Finance, a workshop was organized for the formulation of the POA and Budget on March 8th and 16th in the offices of the MMYLP. The objectives of the workshop were as follows:

- Train the technical personnel of the Municipalities on the elaboration of the POA, in accordance with the Guidelines on Formulation of the POA and Budget.
- Train the technical personnel of the Municipalities on the utilization of the System of Budget Formulation (SFPM).
- Provide technical assistance on the design of the final POA and Budget document.

High level officials and financial and accounting technical experts were present from 7 Municipalities of the region. The participants prepared their final POA and budget documents in compliance with established rules issued by the Ministry of Finance. It is important to mention that it was not possible to carry out this task with the

Municipality of Palos Blancos given that its authorities had hired a consultant to draft and prepare the POA and Budget.

e) Monitoring the approval process of the POA and Budget.

A final activity within the process of participatory formulation of the POA was the application of a strategy to monitor the approval process of the POA and Budget. This was especially necessary in those Municipalities where the process risks being delayed due to the authorities' lack of experience on municipal issues. The technical experts of the *Mancomunidad* scheduled and executed informational meetings on the POA for the Municipal Councils. The timetable of meetings was as follows:

Table No. 10
Informational meetings on POA and Municipal Budget

Municipality	Date of Meeting
Irupana	March 17th
Yanacachi	March 18th
Chulumani	March 19th
La Asunta	March 19th

A significant achievement that resulted from this effort on the part of the Project was that all Municipal governments successfully submitted their POAs and Municipal budgets by the established time. This avoided any disruption to the municipal government administration.

3. Transparent Transition of the *Mancomunidades*.

Another activity that was carried out during this period was the organization of the transition process for the *Mancomunidad* of the Municipalities of los Yungas de la Paz, by replicating the transition process applied in the municipalities.

a. Organization of the preparatory meeting.

A meeting of preparation was organized on January 31, 2005 between the outgoing authorities who were members of the MMYLP Board and the new authorities. Four outgoing authorities participated (Coroico, Chulumani, Cajuata and Yanacachi) and elected authorities to represent the 8 municipalities of the *Mancomunidad*.

The central objectives of this meeting were the following:

- Coordinate the transition process.
- Define the place and time of the General Assembly.
- Design the Selection commission for the new personnel.

- Submit the activities of the MMLYP for the 2005 administration.

The formation of a Selection Commission for the new personnel was postponed until the election for the new Board takes place.

b. Execution of the General Assembly.

The General Assembly took place on February 23, 2005 in the Municipality of Coroico with the following agenda:

1. Verification of the corresponding quorum.
2. Inauguration.
3. Report on the Activities of the 2004 administration.
4. Economic Report of the 2004 administration.
5. Submission of the MMYLP Strategic Plan
6. Submission of POA 2005 of the MMLYP
7. Formation of the electoral presidium.
8. Election of the MMYLP 2005 Board
9. Swearing in of the MMYLP Board
10. Closure.

Municipal authorities from the 7 municipalities of the MMYLP were present with the exception of representatives from the Municipality of Palos Blancos.

Once the reports and scheduled presentations were carried out, the new authorities of the *Mancomunidad* were elected. The Board is comprised as follows:

Table No. 13
Design of the MMYLP Board

First and Last Names	Municipality	Position
Clemente Mamani Condorena	Irupana	President
Dámaso Torrez Cuba	Chulumani	Vice President
Félix Huanca Huanca	Coripata	Finances Secretary
Eustaquio Calcinas Coaquira	Coroico	Recording Secretary
Benigno Calderón Morales	Cajuata	Non-executive Member
Wilfredo Cossio Zapana	Yanacachi	Non-executive Member
Reynaldo Calcina Luna	La Asunta	Non-executive Member
Máximo Machaca Mamani	Palos Blancos	Non-executive Member

Program on the Development of Territorial Organization

1. Initiation of the adjustment process for the Municipal Districting of Palos Blancos.

An initial action that was carried out under the topic of territorial organization was information gathering on the current territorial organization of Palos Blancos. In order to carry this out, a visit was made to the Municipality on March 23rd and 24th.

The following preliminary information was collected:

- Current composition of the Municipal districts at the community level.
- Updated organization of the Health Service.
- Updated organization of the Education Service.

Contact was established with municipal and social authorities of the Municipality in order to explain to them the reasons for initiating a process of adjustment to the districting of the municipality. This resulted in agreement on initiating the process in a concerted manner.

Support Program for Institutional Strengthening

1. Hiring of Personnel

In January 2005, and by provision of the outgoing Board of the MMYLP, the process of selecting and hiring personnel was initiated through the publication of a call for tenders to fill the following positions:

- Official in charge of Territorial Organization.
- Official in charge of Municipal Strengthening.
- Official in charge of Economic Development
- Technical Expert on Gender.
- Secretary
- Messenger

As a result of this notice, a total of 287 applicants responded. The process has concluded and the MMYLP has hired the personnel for the 6 positions offered .

2. Support for Board activities.

a) Board meetings.

The new *Mancomunidad* Board faced numerous setbacks in resuming its activities and as a result had to postpone them twice due to a lack the required quorum.. This situation was the result of road blocks, which made it impossible for the new authorities to attend the meeting..

Despite these difficulties, a first official meeting was finally held on March 22nd, which was attended by 6 Municipal Mayors who expressed their willingness to work in a joint and coordinated manner. It was decided to hold Ordinary Meetings of the Board on the first Tuesday of each month.

b) Routine Administrative procedures of the Board.

Another complementary activity of support and counsel that was provided to the new Board was technical support for opening a new financial checking account. This account was necessary for the administration of Project-related resources as well as to establish authorized signatures for any financial transactions involving resources of the institution.

Mancomunidad of the Municipalities of the Northern Tropical Zone of La Paz

Integral Institutional Support

1. Transparent Transition of the *Mancomunidades*.

One of the most important activities carried out during this period was organization of the transition process for the *Mancomunidad* of Municipalities of the Northern Tropical Zone of La Paz, which also involved replicating the rationale of the transition applied in the Municipalities. This was one of the key objectives for the functioning of this *mancomunidad*.

a) Organization of preparatory tasks

Several activities were carried out to make this *mancomunidad* viable and functional. An initial activity within this process was organizing a meeting of preparation with both the outgoing authorities that were members of the Board of the MMNPT and the new authorities. This meeting included the participation of the authorities of the municipalities of Caranavi, Guanay, Tipuani, Mapiri and Teoponte. The task of preparation successfully ended with the celebration of the Congress of the *mancomunidad*.

b) Execution of the Extraordinary Congress.

The Extraordinary Congress was held on March 4th, 2005 in the Municipality of Guanay. In attendance were the municipal authorities of 5 municipalities of the MMNPT. Despite being called to the meeting, the mayors of these municipalities were not in attendance. The same was true for the authorities of the Municipalities of Apolo, Ixiamas, and Tacacoma.

Once the scheduled reports and presentations were carried out, the Ordinary Congress was called to order with the objective of making the election of authorities

viable. The election of the new authorities of the *mancomunidades* took place immediately and the new Board of MMNPT was formed.

2. Hiring of Personnel

In keeping with the MMNPT mandates, the process of selecting and hiring personnel was initiated in March for the *mancomunidad* by means of a published call for tenders for the following positions:

- Manager
- MGMP Consultant
- Financial Accounting Consultant
- Juridical Consultant
- La Paz Secretary
-

As a result of this notice, 139 applicants responded. Following the process of qualification, selection and the respective interviews, 5 people were selected to fill each of the positions.

3. Support for the application of the MGMP in the municipalities

a. Support for the elaboration of the POA in Mapiri

The *Mancomunidad* of the Municipalities of the Northern Tropical Zone of La Paz includes, among its municipalities, two recently created municipalities which are Mapiri and Teoponte

Other non-scheduled activities carried out in the region of Yungas

ZONE OF YUNGAS DE LA PAZ

In addition to the activities described above, the technical team of the *Mancomunidad* simultaneously carried out another type of activity geared toward providing technical assistance to authorities and technical experts of the different municipalities and the Oversight Committees.

a. Accounting support to the municipalities.

During the initial months of the administration, technical assistance was provided to the following municipalities for the processes of ruling and balancing of the ledger and the elaboration of the financial statements:

Table No. 14
Accounting support for municipalities

Municipality	Type of Support	Date
Chulumani	Ledger Ruling and Balancing	11 - 14 of January
Cajuata	Ledger Ruling and Balancing and Preparation of Financial Statements	18 - 21 of January
Chulumani	Preparation of Financial Statements	15 and 16 of March
Yanacachi	Preparation of Financial Statements	28 to 30 of March

b. Support to the Oversight Committees.

An additional activity that has been executed by the *Mancomunidad* is the support provided to the different Oversight Committees on the preparation of the economic reports they are required to submit to the office of Municipal Strengthening of the Prefecture of the Department of La Paz.

The Oversight Committees that received support from the *Mancomunidad* are:

- Cajuata on the 24th and 25th of January;
- Coroico on the 24th and 25th of February.

c. Other activities.

Other complementary activities carried out were the following:

- The MMYLP web page was designed.
- Municipalities were given support on the preparation and submission of projects relating to the search for potential financing to execute works. This is the case of projects presented to the Japanese Cooperation agency (JICA)
- Activities were initiated to obtain financing from the European Union for the design and formulation of Regional Development Plans (PDMs). A preliminary agreement was reached regarding financing of PDMs for 6 municipalities of the *mancomunidad*.

MUNICIPALITIES OF THE TROPICAL NORTHERN ZONE OF LA PAZ

Among the most significant yet unplanned activities carried out were the following:

1. Preparation of terms of reference for short term consultants.

Terms of reference were prepared for the following short-term consulting services:

- Terms of reference for consultant to support preparation of POA Mapiri
- Terms of reference for consultant to support Alternative Development and Constitutional Assembly
- Terms of reference for consultant to support preparation of the Municipal Development Index in Yungas
- Terms of reference for consultant to support Municipal Districting

This work has been executed and finalized and the terms of reference have been published. They are currently included in the documents for applicants undergoing the process of selection and/or hiring.

2. Preparation of a proposal for a Competing Fund for a policy of incentives

One of the strategic methods for moving results forward in the *mancomunidades* consists of implementing a system of incentives at the different levels of the institutional structure of the *mancomunidades* and at the different institutional levels they comprise. To this end, a document has been proposed which includes the objectives, motivations and policies for both *mancomunidades*. A proposal has been made to issue a reward for the different levels of participation and results in the two *mancomunidades* on the following components:.

- a) For the best IDMs developed during the 2005 administration.
- b) For the best participation of women in the events of the administrative cycle.
- c) For the best Municipal Council.
- d) For the best Oversight Committee.
- e) For the best participation of economic actors in the cycle.
- f) For the best formation of CODEPE and its ability to function.
- g) For the best municipal territorial organization.
- h) For the best municipal district.

B. RESULTS OF THE TROPIC OF COCHABAMBA (CHAPARE)

The quarter was marked by the electoral transition and road blocks that disrupted activities during a great part of March. Given this context, the following advances of the Project are significant in the Tropic of Cochabamba.

1. Opening of the Project office in Chimoré, which will serve the municipalities under coverage in the Tropic of Cochabamba. During the opening event, the Project was presented to the participants. The event had a strong participation from pilot municipalities, USAID representatives, the PDAR and other projects that work on municipality-related issues in the region. The event raised the profile of the Project and generated high expectations.
2. Based on the initial situational assessment of each municipality and the activities carried out by other organizations in the region, an initiative was taken to establish contacts and make presentations of the Project. This has resulted in much

expectation and acceptance of the Project and our work on the part of the new authorities and civil society in the Tropic of Cochabamba..

3. Presentation of our program to the *Mancomunidad* of the Municipalities of the Tropic of Cochabamba. There was expressed interest for future work in the region based on the topics proposed by the *Mancomunidad* and subject to approval by the USAID. On this topic, there has been close communication with Richard Fisher, a consultant from the USAID office of Integral Development.
4. An inter-institutional agreement has been signed with the Municipality of Puerto Villarroel and others are awaiting the signature of the executive authorities.
5. Consolidation of the POA 2005 for the municipality of Entre Rios, with participation from civil society and municipal authorities of more than 260 people..

General Administration

The main administration tasks were carried out in the context of establishing the Project in the Tropic. The following activities are notable::

1. Locating office space and preparing facilities.
2. Developing a Work Plan for the component of the Tropic of Cochabamba.
3. Hiring administrative personnel for the offices in Chimore and coordinating the hiring process of professional personnel. A public call for tenders and publication was made announcing positions for local technical experts in the areas of finance, local economic development and governability. The local technical expert on finance was hired and two other technical experts qualified for the hiring process. Approval of the latter is pending on the part of the USAID contracts office and is expected by the closing date of the quarter.
4. Procurement of equipment and material.

Area of Governability

(RESULT) Consolidate municipal participatory democracy, improve the inter-institutional relationship with actors identified by Popular Participation, improve channels of communication and dissemination, etc.

From the time of the official opening and inauguration of the Project office, the following activities were carried out: :

- Executed a convergence and training workshop for the Oversight Committee of the Municipality of Chimore (Proceedings No. 1).
- Presented the scope of the municipal administrative cycle to the municipal authorities of the four municipalities of the region and the *canton* agency.
- Verbally committed and agreed to offer workshops in matters of governability in the Fifth Section (Puerto Villarroel) at the level of Federation and Unions.

- Training material was distributed to the five municipalities.

Area of Finances

(RESULT) Strengthen financial, accounting, budget and flow capacities.

- During the month of February, onsite information was gathered for a SITUATIONAL ASSESSMENT of the municipalities of: Villa Tunari, Chimore, Puerto Villarroel and Entre Rios in addition to the *canton* agency of Shinahota. This document was used for planning purposes.
- Following the dismantling of road blocks in the Tropic of Cochabamba, which had disrupted the area from March 7 - 20, SINCOM-2005 was set up for the municipalities.
- Training material on financial matters was distributed and a commitment to provide technical assistance was made to each municipality according to the schedule of activities.

Area of Services

(RESULT) Strengthen capacities related to the rendering of basic services and others such as: trash collection, maintenance of parks and gardens, sports infrastructure, markets, slaughter houses bus terminals and others.

- Discussions are underway regarding the signing of an Inter-institutional Agreement between the Municipality of Villa Tunari and the DDPC3 to carry out an ASSESSMENT of the Drinking Water sector. This project will be replicated in other municipalities.
- The survey ballot that will be applied to the sector of Basic Rehabilitation is undergoing adjustments..

Area of Gender and Indigenous Peoples

(RESULT): Institutionalization of the gender and indigenous approach in all Municipal activities.

1. Gender

- Although hiring of technical experts for these areas of the Project is still pending, an assessment has been conducted on the status of children in the five Municipalities. This information will be forwarded to the Gender Deputy Director of the Project in order to execute the strategy and work plan on gender equity..

2. Indigenous peoples

- No activities have been carried out in this area pending approval of the local technical expert that will work on this issue.

Area of Local Economic Development

(RESULT): Initiate specific actions that will enable the local municipal economy achieve a sustained growth.

- Actions have been carried out in anticipation of the hiring of the local technical expert on local economic development. Preliminary meetings were held with CHF and PDAR in order to undertake actions geared toward a decided approach to the process of local economic development. Coordination on this topic will take place with the new USAID contracting enterprise responsible for administering the Integral Development Programs in the Tropic of Cochabamba.
- Elected Mayors of the region have unanimously requested assistance in coordinating local economic development initiatives in order to meet the needs of the inhabitants of the region.

Strengthening of the *Mancomunidad* of the Tropic of Cochabamba (MMTC)

- There has been ongoing communication with the Executive Director of the *Mancomunidad*, Oscar Coca, and with members of the Board of Directors. As a result of the discussions, MMTC interests are being considered. There was significant interest for implementing the Project's strategic plan, which is subject to the signing of agreements and accords. This can proceed once the whole MMTC board has issued its approval.

III. Challenges and opportunities

A. CHALLENGES

1. ZONE OF YUNGAS DE LA PAZ

The road blocks and political complexity of the zone pose constant challenges to the timely execution of the Yungas work plan. Progress has been made through the joint effort of the two *mancomunidades* of the area.

2. TROPICAL ZONE OF COCHABAMBA

- The political context of the tropical zone presents constant challenges to the application of the Project. An ongoing task of image projecting and confidence building is required among the municipal actors and the Project. To date, a good base has been established that allows for the operation of the Project. We will continue working and taking into account politically sensitive elements in order to avoid conflict situations towards the Project on the part of the actors/beneficiaries. .
- There is a diverse number of International Cooperation and USAID projects operating in the municipal area that require ongoing coordination. The intervention of USAID is appropriate in order to provide coordination of the projects it sponsors.

B. RECOMMENDATIONS / RESPONSIBLE PARTY

- An effective method is being developed in los Yungas de La Paz, which involves applying the Participatory Municipal Administrative Model in a territorialized manner. This has proven to improve the levels of participation of civil society. This methodology could be replicated in other municipalities of Yungas and the rest of the country.
- As far as the Tropic of Cochabamba, it is recommended that clarification be made with the other cooperation organizations and institutions that work in the region on the need for identifying roles and programs for each institution so as to avoid a duplication of efforts and especially to determine the issue of VDA with the financing entity and the Ministry of Popular Participation.

IV. Activities scheduled for the following quarter

The following activities are scheduled for execution during the next quarter comprising April through June:

1. ZONE OF YUNGAS DE LA PAZ

- Creation of a Monitoring Plan
- Procurement of furniture and equipment
- Relocation of La Paz liaison offices
- Implementation of Chulumani office
- Execution of EDAS
- Initiation of districting process in Palos Blancos
- Providing assistance to the processes of districting in the other municipalities
- Implementation of the process of institutional strengthening
- Design of the Gender Plan
- Implementation of the process of economic development
- Creation of the productive economic assessment

2. MUNICIPALITIES OF THE NORTHERN TROPIC ZONE OF LA PAZ

- Creation of a Monitoring Plan
- Procurement of furniture and equipment
- Set-up of offices
- Finalize the process to legally establish the *mancomunidad*
- Implementation of EDAs
- Training on accounting systems and SIMCON
- Assessments for Municipal Districting
- Creation of the Gender Plan

DDPC3 activities planned directly for the *mancomunidades*

- Creation and implementation of the IDM for both *mancomunidades*
- Initiation of municipal districting process in the MMNPT
- Proposal and dissemination of a proposal for the Constitutional Assembly and the Regional Development
- Drafting of terms of reference for short term consultant services on issues of limits, institutional strengthening and economic development.
- Drafting of Terms of Reference, public bidding and hiring in order to execute studies in the areas of Tourism and Agriculture.
- Promotion of emulation systems for competitive funds and incentives

3. TROPIC ZONE OF COCHABAMBA

General Administration

As a result of a delay in the purchasing of computers, equipment and a vehicle, the following actions are scheduled:

- Purchase of a Data Display,
- Procurement of a photocopier machine,
- Provision of a desk-top computer (to be leased)
- Provision of a laptop computer (to be leased)
- Provision of two 2 GB portable USB memory chips
- Internet set-up (currently in cable installation phase)
- Telephone and Fax set-up (to be leased)
- Registration, enrollment and affiliation of personnel to Banking Insurance and AFPs
- Purchase of office furniture

Governability

Work directly with the regional federations and unions through workshops and information events of the MGMP and leaders of civil society

In addition, requests have been received, such as::

- Workshop Course on Law 1551 and its program offering (Institutional Presentation). According to a release from the Oversight Committee of Chimore dated April 10, the workshop is to be carried out in District 6 - Puerto Aurora on Friday, May 6 beginning at 9:00 am.
- Workshop course to be held on the legal framework for municipal legislation, OTB functions, Oversight Committee, regional autonomies, democracy, indigenous peoples, etc, according to a release sent through the PDAR by the Civic Committee of Puerto Villarroel.

Strengthening of Financial aspects

- 1- day regional course on a) Compro Boliviano for the MAE, the President of the Municipal Council, high-ranking official and directors, and b) a course on SINCOM-2005 with an approximate duration of 4 days for financial administrative directors, accountants and accounting assistants.
- Begin hiring consulting services for the development of a software on: Fixed Assets, Storage, Pharmacies, a Personnel Administration System and an Administration of Goods and Services System. Includes delivery of Source Program, Training and Implementation. Maximum time period of execution: 3 months or 90 calendar days.

- Begin hiring consulting services on the SIIM - Integrated System of Municipal Income that includes database purging, re-registration, new or updated zonification, printing and distribution of pre-payments, initiation of oversight processes and contribution to compulsory processes; drafting the proposal of Ordinances and Patents and drafting the Study on the Rates Cost Structure. All will be individualized for each municipality.

Services

- Finalize the ASSESSMENT on drinking water in the municipality of Villa Tunari and prepare for the replication to be carried out during the third quarter subject to systematization of information and adjustment of the final report.
- Execute municipal workshops to disseminate the experience of Villa Tunari and agree on a schedule for replicating the workshop in the municipalities of Chimore, Puerto Villarroel, Entre Rios and the *canton* agency of Shinahota..

Local Economic Development

- Drafting of the FIRST DIRECTORY OF PROVIDERS AND DEMANDERS as a result of the systematization of information resulting from the 3rd EXPO SOL fair of Ivirgarzama..
- Once the local technical expert has been defined, adjust planning in relation to the synergies and strategic alliances with the Chamber of Industry of Cochabamba, the Prefecture, AMVI, etc.
- Implementation of the Compro Boliviano and the Inverse Fair.

Gender

- Once the the local technical expert has been defined, the Work Plan will be adjusted.
- Systematization, analysis and interpretation of ASSESSMENT currently being conducted in coordination with the national assessment.

Indigenous

- Once the local technical expert on this issue is hired, the Plan will be adjusted following an analysis of the existing information in this regard..

Strengthening of the Mancomunidades and Associations

- Sign an agreement based on the MMTC proposal following the consolidation and approval of its strategic plan.

Communications

- A communications strategy has been initiated to better position the Project in the entire tropical region of Cochabamba. Among other things, this strategy includes a timetable for radio and television dissemination that will concentrate and focus its efforts on training OTBs, unions and federations on issues of SOCIAL OVERSIGHT and roles - functions of the Oversight committee but fundamentally the CGMP that is contained in the Model..
- Will request the purchase of media spots such as radio and television with the main goal of communicating and disseminating the MGMP..
- Change MENTAL IMAGES and ensure that the MGMP be applied in the immediate future.

Training for the Municipal Government

Agree on a TRAINING TIMETABLE

Municipal Legislative Branch:

- a) Participatory Municipal Administration Model and Cycle,
- b) Fundamentals of Law 1178,
- c) Roles and Functions of Municipal Council,
- d) Methodologies of Interpretation and Analysis of Budgetary Executions reported by SINCOM.
- e) Law on the Statute of Public Officials,
- f) Compro Boliviano

Municipal Executive Branch:

- g) Participatory Municipal Administration Model and Cycle,
- h) Fundamentals of Law 1178,
- i) Law of Municipalities,
- j) Law on the Statute of Public Officials,
- k) Compro Boliviano

Oversight Committee:

- l) Participatory Municipal Administration Model and Cycle,
- m) Fundamentals of Law 1178,
- n) Roles and Functions of the Oversight Committee,
- o) Law of Municipalities,
- p) Law on the Statute of Public Officials,
- q) Compro Boliviano

V. Commentaries on successful cases, stories, anecdotes, matters of interest, other issues.

An unsurmountable situation exists with regards to the relation that is being established on the issue of a possible proposal by both *mancomunidades*. This involves developing and promoting an integral development proposal for the Constitutional Assembly, which is part of the vision that has already been developed in the Strategic Plan of the *mancomunidad* of Los Yungas de La Paz, which coincides with the almost general vision of the municipalities to the north of La Paz. This situation will be further explored during the course of this quarter.

Another important issue that has arisen lately is the interest, on the part of various institutions, in learning about the scope and results that we are attaining especially in regards to our work with the *Mancomunidad* of Yungas de La Paz where we have received visits from the ACDIO VOCA and PDAR project interested in learning about the work style that we are developing. This is lending prestige to the work we have attained as a Project.

This fact is gratifying and we suppose that it arises out of the interest of the institutions that work in Los Yungas to comply with the recommendations made by Andrew Natsios, Executive Director of USAID, namely to "use existing systems in the country and strengthen the local capacity and institutions of the host country". This is what we are doing in this case and we are doing so in an anticipated manner by also working through the *mancomunidades*.

ANNEX 1: TIMETABLE

(timetable of activities demonstrating what has been scheduled - and executed, these documents must be duly supported and DOCUMENTED)

DEMOCRATIC DEVELOPMENT AND CITIZEN PARTICIPATION (DDPC) - PHASE 3

[illegible]

P = Programado
E = Ejecutado

DEMOCRATIC DEVELOPMENT AND CITIZEN PARTICIPATION (DDPC) - PHASE 3

[illegible]

P = Programado
E = Ejecutado

DEMOCRATIC DEVELOPMENT AND CITIZEN PARTICIPATION (DDPC) - PHASE 3

[illegible]

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DEMOCRATIC DEVELOPMENT AND CITIZEN PARTICIPATION (DDPC) - PHASE 3

[illegible]

P = Programado

E = Ejecutado

DEMOCRATIC DEVELOPMENT AND CITIZEN PARTICIPATION (DDPC) - PHASE 3

[illegible]

P = Programado
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ANNEX 2 Financial Information

Financial administration

ANNEX 3: Other Documents

Additional information may be added on studies conducted, databases, training modules or any product attained during this quarter.